

DEPUTY CLERK TO THE BOARD - 1018

General Definition of Work:

Performs intermediate skilled administrative support work for the office of County Manager and Board of Commissioners. Work is performed under the general supervision of the Clerk to the Board and the County Manager.

Essential Functions/Typical Tasks:

Performing administrative and office duties to assist the Clerk to the Board in fulfilling the requirements of the office; assisting with the preparation and maintenance of official County records; providing administrative support to the County Manager, Clerk to the Board and the Board of Commissioners.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Assists in the preparation and distribution of meeting agendas and materials for Board of Commissioners.
- Attends Board meetings in the absence of the Clerk to the Board; records and prepares draft minutes for review by the Clerk.
- Maintains up to date information on all County board and committee appointments and prepares letters of appointment, reappointment and appreciation.
- Maintains applications for boards and committees, prepares for submission to the Board of Commissioners and mails applications to individuals as requested.
- Assists Clerk to the Board in researching minutes or files and in answering inquiries regarding Board actions and other information concerning County government.
- Assists in coordinating meetings for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, etc., and in making travel arrangements.
- Composes and types correspondence, including but not limited to letters, memoranda, resolutions, proclamations, etc., as directed, on one's own or by dictation over the phone or in person or from a draft written form.
- Assists with answering telephone and receiving visitors to office, provides assistance and information, and refers callers/visitors to appropriate staff and department.
- Maintains and archives official County files into a digital archival and retrieval system.
- Attests and certifies official documents and copies in the absence of the Clerk to the Board.
- Assumes duties of the Clerk to the Board when directed or when Clerk is absent.
- Purchases supplies and equipment for the department.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Considerable knowledge of the organization and functions of County government; Considerable knowledge of County programs and services and County ordinances; General knowledge of the State open meetings laws and public records laws; thorough knowledge of office practices and procedures; skilled in the use of common office equipment and thorough knowledge of computer programs including word processing, spread sheet and file maintenance programs; through knowledge of Word, Excel, PowerPoint, Publisher, Outlook, iPad, FTR Recording Software, Laserfiche, NovusAgenda and Adobe Professional; ability to record and transcribe meeting activities accurately and at a reasonable rate of speed; ability to express ideas orally and in writing, including composing accurate and concise minutes, reports and correspondence; ability to exercise tact and courtesy in frequent contact with public officials, county staff, community leaders and the general public; and ability to attend work regularly.

Education and Experience:

Requires graduation from high school and considerable, progressively responsible secretarial or clerical/administrative experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of or ability to acquire International Institute of Municipal Clerk (IIMC) certification and North Carolina Certified County Clerk certification. Actively commissioned or obtain commission within one year of employment as a North Carolina Notary Public. Possession of an appropriate driver's license valid in the state of North Carolina. Must have ability to work a flexible schedule; some evenings and weekends may be required.

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